Arts & Cultural Funding Program
City of San Antonio
Office Cultural Affairs

The goal of the Funding Program is to support programs that further artistic excellence and foster increased, diverse public participation and awareness of the role the arts play in San Antonio. The Arts Funding Program is the process utilized by the Office of Cultural Affairs to purchase arts and cultural services for the community.

The objectives of the program are to:

- Serve a broad multidisciplinary constituency, and to encourage growth and viability within arts of diverse cultures.

- Affirmatively encourage and facilitate the participation of culturally diverse populations, geographically underserved neighborhoods and economically disadvantaged populations, and the disabled.

- Promote and/or foster cultural tourism.

- Reach and support organizations of all sizes and artists working within all arts disciplines, and support the development of art that is uniquely San Antonio.

- Promote the development of agencies and expansion of opportunities for artists, and to provide leverage in helping organizations and artists secure additional support from other sources, both public and private.

- Support organizational growth through strategic planning and professional development.

As a participant in the Texas Commission on the Arts' (TCA) Decentralization Program, local arts and cultural organizations requesting operational or project support must apply to the local program. Organizations can continue to apply to the State for other TCA categories of support such as Arts Education Program, Touring Programs, and others. If local restrictions prohibit you from applying in our program, you may be eligible to apply directly to TCA. Contact the TCA for specific program details.

FUNDING RESTRICTIONS

The Department will **NOT** fund the following:

- Accredited academic teaching institutions, and departments thereof (except in partnership with a community-based arts organization as the applicant).

- Non-profit agencies and foundations which directly support City Department operations, or divisions of City Departments.

- Fund deficiencies in previously completed projects or for unanticipated costs in ongoing projects or payment of prior deficits.

- Loans, fines penalties, costs of litigation or associated interest payments.

- Benefits and projects planned primarily for fundraising purposes.

- Re-granting programs.

- Licensing fees of any kind.

- Programs not accessible to the disabled.

- Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas.

- Projects or organizations whose primary purpose is not secular and programs where the primary effect of funding would be to support a religion.

- Capital improvements, construction, renovation, structural maintenance of facilities.

- Social functions, parties and receptions, including food and beverage. Programs that are essentially recreational, rehabilitative, or therapeutic.

- Organizations whose programs and events do not have a primary impact on the City of San Antonio.

- Scholarships, purchase awards, or cash prizes.

- Programs not open to the public.

- Political contributions.

- Other restrictions noted in standard City contract.

Types of Support

Operational Support

Operational support is general financial support to arts/cultural organizations that provide a wide range of high quality arts programming made available to the general public. This is a multi year program funded on an annual basis for two years. Continuation of award each year is dependent on availability of funds and the continuation of the same level of services by the organization. The Cultural Arts Board has the option to recommend one year funding, if an agency's services levels or financial history is not stable. Operational support request will be accepted in Year Two of the two-year cycle, if funds are available.

Operational support requests cannot be less than $5,000.

The Office of Cultural Affairs staff may recommend the application be considered as a project if the eligibility criteria is not met.

Eligibility

To be eligible for Operating Support an applicant must:

Be an arts/cultural organization . An arts/cultural organization is defined as an organization whose primary mission and actual operations is the creation, preservation and presentation of arts and cultural programming.

Be tax exempt status under Section 501 (c)3 of the Internal Revenue Code (at the time of application). An applicant cannot be sponsored by an organization that meets eligibility criteria.

Have been in existence (operation) for a minimum of three years

Be governed by board of directors/trustees that meets regularly.

Be San Antonio based.

Have paid administrative or artistic staff (full or part-time), **if** organization's budget size is over $50,000.

Be able to match requested amount. All funds awarded must be matched 1:1 from other sources. At least 50% of the matching funds must be in cash, while 50% of the match can be in-kind contributions.

All programs and events must be open to the public and ensure accessibility for the disabled

Project Support

A project is an activity whose primary objective is the creation, preservation and presentation of an arts and cultural activity. Project support provides financial support to specific arts/cultural activities in an organization. The activity is usually separate from the organization's general operating budget. Project support is awarded on an annual basis with new requests considered annually.

For example, a project can be:
- A presentation that is part of a series.
- A one-time only presentation/event
- A series of art events with a continuing theme within the grant cycle. (However, a project grant will not provide funding for general operating expenses or for a complete series.)

Project support requests cannot be less than $5,000.

Eligibility

To be eligible for Project Support an applicant must:

Be a "not-for-profit" organization. Organizations with an IRS 501 c 3 status can apply directly. Organizations without an IRS 501 c 3 status must identify a sponsor or fiscal agent that meets the eligibility requirement of the program.

Be governed by board of directors/trustees that meets regularly.

Have all programs and events open to the public and ensure accessibility for the disabled.

Have been in existence (operation) for a minimum of one year and applied for 501 c 3 status.

Be San Antonio based.

Be able to match requested amount. All funds awarded must be matched 1:1 from other sources. At least 50% of the matching funds must be in cash, while 50% of the match can be in-kind contributions.

Sponsorships

Sponsorships provide unincorporated groups the opportunity to compete for funding under the umbrella of a nonprofit organization that meets the eligibility criteria of this program.

The sponsor organization is the official applicant and is responsible for compliance with all application and reporting requirements and financial commitments of the funded applicants. Attachments are required from both the sponsor organization and the applicant.

The applicant and the sponsoring organization must execute a written agreement. The agreement should clearly identify the responsibilities of each party and must include the acknowledgement of assurances the required of the application.

APPLICATION PROCESS

Organizations considering making application to the Office of Cultural Affairs (OCA) are encouraged to attend workshops that address application instruction and diversity activity. Once applications are received they are reviewed for completeness, sorted according to panel category and applicant budget size, and submitted to the appropriate panel. Only eligible and complete applications are forwarded for review. New applicants may have site visits scheduled by staff to review various aspects of the organization to include their fiscal system, program planning, strategic planning, program record keeping, etc. A general checklist prior to the visit will be provided to allow them an opportunity to prepare materials and allow the key staff and board representatives to be present. For new applicants, this site visit will be one factor utilized by staff in determining administrative capacity.

In open meetings, panels discuss the applications and their supporting materials. Panel size ranges from 7 – 10 members with an additional out of town member participating in the multidisciplinary arts, performing arts, and visual arts panels. Panels are composed of independent and objective experts and patrons in each discipline. Every effort is made to ensure impartiality during the entire review process by keeping the number of panelists with conflicts of interest with any of the applicants to a minimum. Panelists with a conflict will not be permitted to offer an opinion or vote on the applicant in question. Conflict of interest is defined as fiduciary, professional, personal or adversarial relationship with a grant applicant. Each application is discussed, scored and placed in rank order within their budget size category. Panels will not consider fiscal information or make funding decisions. Staff will determine the Administrative Capacity score separate from the panel proceeding, utilizing the review criteria, support materials, site visits, and/or information on file. Panel and staff recommendations, to include staff funding recommendations, are then forwarded to the Cultural Arts Board. Panel and staff results will automatically be provided to the applicant. In an open meeting, applicants will be required to respond to panel and staff recommendations.

The Cultural Arts Board will consider any situation whereby, through no fault of the applicant, the process was not followed, negatively affecting the applicant's panel and staff ranking.

At the next Cultural Arts Board meeting CAB will make its preliminary funding recommendations. Funding awards will be made without discrimination and will comply with all applicable local, state and national laws. Although funding history of an organization is an important element along with ability to raise match, prior awards will not be only criteria for funding recommendations. If triggered, the Reconsideration Process (explained below) is implemented. A provisional letter of award will be mailed to the applicants informing them of the Board's funding recommendation. However, only after City Council approves the recommendations are applicants officially notified of funding decisions.

Appeals Process

An applicant may appeal a funding decision if the applicant can demonstrate that:

1. The Office of Cultural Affairs (OCA) failed to follow published application and review procedures.

2. Undue influence was placed on the panel or Cultural Arts Board by a member(s) with an undisclosed conflict of interest.

3. The panel's or Board's decision was based on insufficient information through no fault of the applicant.

4. The panel's or Board's decision was based on information not related to the proposed outcome of the application.

APPLICATION REVIEW CRITERIA

Panels and staff will apply the following criteria in the review and scoring of applications:

Artistic Excellence - Determined by panel (40 points maximum)

- High artistic quality of programs.

- Responsiveness to current and future art needs.

- Innovation and creativity in programming and artist selection.

- Activity furthers applicant's stated artistic mission.

- Vision and leadership of the artistic staff.

Audience Development - Determined by panel (30 points maximum)

- Effectiveness of community involvement as shown by diversity of audience (i.e. affecting a variety of social, economic and racial populations).

- Effectiveness in furthering the understanding of its art form to a diverse audience representing a variety of social, economic and racial populations.

- Representation and participation of special audiences, including economically deprived children, the elderly, women, the disabled, and geographically underserved neighborhoods.

- Innovation in programming to reach new and special audiences including collaborative programs with other groups.

- Will support of this project promote cultural tourism and/or preserve and enrich the diverse culture of the City?

- Effectiveness of marketing efforts.

- Legitimate effort to involve ethnically diverse individuals on artistic, technical, administrative, policy and audience levels.

Administrative Capacity - Determined by Office of Cultural Affairs (30 points maximum)

- History of planned growth, stability, and vision as evidenced by short-range or long-range plan.

- Evidence of effectiveness and efficiency in the organization's daily operation and in the delivery of services.

- A governing board that meets regularly, sets the policies of the organization, and effectively interacts with staff.

- Clarity and completeness of application. Presentation of a clear and realistic budget.

- Diversity of funding sources, as evidenced by both earned and unearned sources from both private and public sectors.

- Evidence this application promotes and/or foster cultural tourism.

- Evidence of self-evaluation standards

- Evidence of City contract compliance.

- Evidence of progress in diversification.

Cultural Arts Board Criteria

The Cultural Arts Board's general criteria when it deliberates funding, includes:
Panel Results & Agency Presentation
Applicant's stability and growth
Cost of Services
Provision of Diverse Services

ASSURANCES

At the time of application, the applicant assures that:

1. The activities and services for which financial assistance is sought will be administered by the applicant organization.

2. It will comply with existing local, state and federal laws that prohibit discrimination based on race, color, national origin, age, sex, sexual preference, or disability.

3. It is not knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas.

4. It will include in all published materials and announcements regarding funded activities, an acknowledgement that the activities are "supported (in part) by the City of San Antonio Department of Arts and Cultural Affairs and the Texas Commission on the Arts".

5. It will maintain auditable financial records reflecting generally accepted accounting standards related to their overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving the approved goals and objectives of the recipients.

GRANT APPLICATION INSTRUCTIONS

DEADLINES. All applications and any required attachments must be received by the City Clerk's Office no later than 4:00 p.m. on June 7, 2002. Applications not postmarked June 7, 2002 will not be accepted. Incomplete applications will be returned. Ensure that you have completed the application checklist. All other application support material must be received by the Office of Cultural Affairs no later than 4:30 p.m. on June 21, 2002. Support materials postmarked after June 21, 2002 will not be accepted.

General Instructions

- All applications must be typed. Handwritten applications will be returned and will not be considered for funding.
- The use of computer generated applications is allowed. It is cautioned that the format and sequence of information must be identical to the original application. Do not use a letter size smaller than size ten (10).
- Only the application form is distributed to panelists and the Cultural Arts Board. The additional application support materials will be available for review in our office.
- Each organization can submit only one project or one operational support application.

A Application Information

Operational Support applications are requests that support a variety of administrative and program activities.

Project Support applications are funded on an annual basis and are for services that are specific and are not part of the on-going operational functions of an organization. The applicant must show a budget that is not a part of their operational budget. Project support is limited to two years for the same activity.

Indicate the panel for your application: Based upon the major arts focus of the application, select the panel that is most appropriate:

Performing Arts Panel - Including dance; theater; music; literature (optional - example: readings); and arts in education applications based upon these disciplines.

Visual Arts Panel - Including painting, sculpture, ceramics, printmaking, photography and other visual arts; media arts (example: video, television etc.); literature (optional - example support for publication); and arts in education applications based upon these disciplines.

Multidisciplinary Arts - Including applications that join or cross distinct arts disciplines by presenting a balance of events in two or more art forms; applications which are involved in the long-term cultural development of a community or a designated arts constituency; applications involving the temporary and/or thematic presentation of art forms (examples: festivals, fairs, lectures and readings); and arts in education applications based upon multidisciplines.

Indicate the appropriate budget grouping based on your organization's last completed fiscal year. An organizational budget reflects the expenditures and revenues that support your activities last year.

B Organizational Information

Applicant Name, Address, Contact person, Phone: The applicant is the organization who will be providing the services contained in this application. If a post office box is entered, it should be one that is frequented. The contact person is the individual who is familiar with the details of this application.

Mission: Enter the applicant's mission statement. If applying for operational support, staff may ask for additional information if the mission does not clearly fall within the definition of arts and cultural organization.

Sponsor (Project Applications only): If sponsored, the sponsoring organization must meet all of the general eligibility requirements. The sponsor assumes the legal responsibilities for completion of project, match, etc. of this request. An agreement must be submitted between applicant and sponsor.

C Program Description

Tell us about your program. Describe the activities, personnel involved, target audience characteristics, and program outcome achievement. This section should answer the questions: Why, What, When, Who. Complete this summary in the space provided.

D Program Implementation

Briefly outline your action plan for achieving the objectives of your proposed program.
Planning for the future is indicative of your organization's administrative and programming ability. This section should answer the question: How.

E Evaluation

Briefly indicate how you will measure the success of the proposed program activities (e.g. audience figures, earned income raised, press coverage, etc). Office of Cultural Affairs staff will use your self-evaluation system to monitor the program throughout the year. Be sure to use measurable activities.

F Timetable

Program activities must take place between October 1, 2002 and September 30, 2003. Provide approximate dates and/or frequency where possible. Enter major events only. Estimated attendance refers to all individuals who will attend or participate in the program. Indicate Admission Price range if prices vary.

G Diversity Activity

Enter the total board and staff members in your organizations and their ethic breakdown.
In describing your organization's diversity activities, use the diversity focus areas in parenthesis as guides.

H Budget: Anticipated Expenses

Please round all figures to the nearest dollar and do not include indirect cost rates.. The "City Request" column refers to the amounts you are requesting from the City. The "Cash Match" column refers to the expenses your organization will be absorbing if this project is funded. The "In-kind Match" column refers to the value of services or materials donated to your organization by volunteers or outside parties, at no cash cost to the applicant, which will support this project.

The cost categories (Personnel, Supplies & Materials, Space, etc.) can be summarized to fit in the space provided. A more detailed budget can be submitted with your support material.

I Budget: Anticipated Income

Organizational and project grants must be matched with a combination of cash and in-kind, with at least 50% of the City's request matched in cash. Total income must equal total expense.

NOTE: Anticipated expenditures must equal anticipated income.

FY 2002-2003 APPLICATION REVIEW CALENDAR

**All workshops will be conducted in the B Conference Room, at the
Municipal Plaza Building (corner of Commerce & Main)**

April 17,2002	Application Workshop. 9:00 - 10:30 AM. Application Workshop. 5:30 - 7:00 PM.
May 4, 2002	Application Workshop. 9:30 - 11:00 AM.
May 8,2002	Application Workshop. 9:00 - 10:30 AM. Application Workshop. 5:30 - 7:00 PM.
May 29,2002	Application Workshop. 9:00 - 10:30 AM. Application Workshop. 5:30 - 7:00 PM.
June 7, 2002	**Application Deadline**. Submit application and required support materials to the City Clerk's Office by 4 pm..
June 21, 2002	Deadline for support materials. Submit to the DACA office all other support materials.
July, 2002	Review Panel Meetings. Dates and locations to be determined.
August – Sept., 2002	Agency Presentations to the Cultural Arts Board.
Sept., 2002	Cultural Arts Board Preliminary Funding Deliberations, Appeals, and Final Funding decision.

Note: Any questions in completing applications can be directed to Grants Program staff members Lewis Andrews at 207-6964 or Ernesto Rubio at 207-6963.

Aviso: El Departamento ofrece ayuda con este programa en español. Para mas información, marque 207-6963.